

Parent Agency Information:

To Be Completed by Parent Agency after Borrowing Agency has completed; sent by Parent Agency to BEST Shared Services HR for processing

1. **Assignment** - Determine if the assignment is permanent or temp by marking the appropriate box.
2. **Parent Agency Name** – Enter the name of the agency to which the employee is assigned.
3. **Employee Name** – Enter the name of the employee to whom this form pertains.
4. **Personnel #** - Enter the personnel number assigned to the employee in Beacon.
5. **Position #** - Enter the budgeted position number of the employee.
6. **Job Title** - Enter the classification and/or title of the employee.
7. **FLSA Classification** - Identify if the employee is subject or exempt from the **Fair Labor Standards Act (FLSA)**.
8. **Work schedule** - Identify the employee's work schedule rule and hours worked per week.
(Example: Weekly working hours 40.00; D01N08GN - MTWHF-8, SaS-O)
9. **EE Group** – Mark the appropriate box in this section. Determine if the employee is exempt from North Carolina's Personnel Act (EPA) or if the employee is subject to North Carolina's Personnel Act (SPA) or if the employee falls under the Judicial branch (LEO) or if the employee is supplemental (temporary).
10. **Type of Appt.** – Mark the appropriate box to identify the employee's appointment type.
11. **Salary** – Enter the current annual salary for services that the employee is to be paid from the parent agency.
12. **Funded by Parent Agency:**
 - a) **Benefits** – Provide the percentage of benefits provided by parent agency for this employee.
 - b) **Retirement** – Provide the percentage of employer's retirement contribution for this employee.
 - c) **OT Immediate Payout** – Identify if the employee's parent position is eligible for overtime immediate payout by marking the appropriate box.
 - d) **Leave Accrual Eligible** – Identify if the employee is eligible for accruing leave (*i.e. sick, vacation, etc.*).
13. **Employee Signature & Date** - Signed & dated by the employee.
14. **Immediate Supervisor Signature & Date** - Signed by the employee's immediate supervisor. If the immediate supervisor is also the HR Director, then he/she needs to sign both lines.
15. **HR Director Signature & Date** – Signed & dated by the agency HR Director.
16. **Chief Fiscal Officer & Date** – Signed & dated by the agency's budget officer.
17. **Approve or Disapprove** – The agency will mark the appropriate box if the employee is has been approved or disapproved for dual employment.

Borrowing Agency Instructions:
To Be Completed by Borrowing Agency and then sent to Parent Agency

1. **Assignment** - Determine if the assignment is permanent or temp by marking the appropriate box.
2. **Borrowing Agency Name** - Enter the name of the agency requesting the services.
3. **Date Assignment Begins** – Enter the date the employee will begin physically working at the borrowing agency.
Agreement should be signed and dated by all parties prior to the date in this field.
4. **Position #** - Enter the budgeted position number that the employee will be using with the borrowing agency.
5. **Job Title** - Enter the classification and/or title of the employee for dual employment.
6. **FLSA Classification** - Identify if the borrowing agency work is subject or exempt from the **Fair Labor Standards Act (FLSA)**.
7. **Work schedule**- Please identify the employee's work schedule rule and hours worked per week while dually employed with the borrowing agency.
(Example: D01N08GN - MTWHF-8, SaS-O, Weekly working hours 40.00)
8. **EE Group** – Mark the appropriate box in this section. Determine if the work is exempt from North Carolina's Personnel Act (EPA) or if the work is subject to North Carolina's Personnel Act (SPA) and if the employee falls under the Judicial branch (LEO) or if the employee is supplemental (temporary).
9. **Type of Appt.** – Mark the appropriate box to identify the employee's appointment type.
10. **Salary** – Enter the amount of salary for services that the employee is to be paid in from the borrowing agency.
11. **Funded by Borrowing Agency:**
 - e) **Benefits** – Provide the percentage of benefits provided by borrowing agency for this employee if applicable.
 - f) **Retirement** – Provide the percentage of employer's retirement contribution for this employee if applicable.
 - g) **OT Immediate Payout** – Identify if the employee's borrowing position is eligible for overtime immediate payout by marking the appropriate box if applicable.
 - h) **Leave Accrual Eligible** – Identify if the employee is eligible for accruing leave (*i.e. sick, vacation, etc.*) if applicable.
12. **Immediate Supervisor Signature & Date** - Signed by the employee's immediate supervisor. If the immediate supervisor is also the HR Director, then he/she needs to sign both lines.
13. **HR Director Signature & Date** – Signed & dated by the agency HR Director.
14. **Chief Fiscal Officer & Date** – Signed & dated by the agency's budget officer.
15. **Approve or Disapprove** – The borrowing agency will mark the appropriate box if the employee is has been approved or disapproved for dual employment.